



GUIDEPOINT

# GUIDEPOINT CAREERS

## Associate, Client Service – Fluent in English (Late Shift)

The Client Service team is the backbone of Guidepoint's success. The team is responsible for efficiently delivering Guidepoint's services to our clients around the world. We work to understand each client's unique business questions and help them gain critical insights to stay informed and make better business decisions. Come work with us to deliver the best service in the industry and help our clients make some of the most important business decisions in today's economy.

### What You'll Do:

- Review and analyze client research requests and use a range of resources to identify the most relevant subject matter experts across geographies, industries, and topics for each project
- Utilize the phone, LinkedIn, and other outreach methods to recruit new Advisors to join the Guidepoint network by effectively communicating why their expertise is a good match for the specific project you're working on
- Screen experts for their suitability for specific client projects and create professional profiles for client consideration
- Coordinate with Guidepoint Advisors to obtain required information for Project Managers
- Operate with a teamwork mentality that leads to building and maintaining strong relationships with other Guidepoint employees, offices, and Advisors
- Gain expertise on the various industries our clients work in order to make sure Guidepoint always finds the right experts for a given project
- Work from 14:30 to 23:00 (incl. 30-minute break)

### What You Have:

- Bachelor's degree with high level of academic achievements / Young Professional (m/f) with first working experience
- Strong team player with entrepreneurial mind and "can do"-attitude along with pro-active and results-oriented work style
- Prior experience in executive search market / business research or management consulting is a plus
- Outgoing personality with the ability to speak with individuals at all professional levels
- Intellectual curiosity and desire to learn
- Strong communication skills
- Fluency in English is essential; very good knowledge of additional languages (French, Spanish, German, etc.) is highly desirable
- Ability to work in a fast-paced entrepreneurial environment

### What We Have:

- Competitive compensation
- Private health insurance
- Entrepreneurial environment, autonomy, and fast decisions
- International exposure to the global Guidepoint teams
- Casual work environment and compelling people
- Summer and winter team events

### CONTACT US:

Would you like to be part of our team? Then we look forward to receiving your application by email to [akosta@guidepoint.com](mailto:akosta@guidepoint.com)

If you have any questions, contact us by email or by phone at **21 1234 1238**

Visit our site for more opportunities at <https://www.guidepoint.com/careers/>

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